

**SPRING 2005**

**Algebra 1/Mathematics for the Technologies 2**  
**Biology 1/Applied Biology 2**  
**English 1**  
**Physical Science**

**District Test Coordinator's Supplement**

State Assessment System SDE–12–0001

*South Carolina Department of Education*  
2005

## SC EOCEP Test Schedule

<b>Date</b>	<b>Activity</b>
At least two weeks before testing:	materials are received in district offices.
Within 24 hours of receipt of materials:	District Test Coordinators (DTCs) fax the Materials Receipt Acknowledgement Form to Pearson Educational Measurement (PEM).
At least one week before district's testing window:	DTC trains all School Test Coordinators (STCs).
At least one week before district's testing window:	schools receive test materials.
Within 24 hours of receipt of materials at individual schools:	STC notifies DTC of any missing test materials.
No later than two business days before testing:	DTC notifies PEM of any missing test materials.
Within three days of testing:	DTC returns scorable materials, including make-ups, to PEM (up to five shipments per district permitted).
Within three days of testing:	DTC returns all nonscorable test materials to PEM in one shipment.

### **Contacts**

If you have any administration questions, contact Karen Thornton of AIR between 7:30 A.M. and 4:00 P.M. eastern standard time (EST) at 888-321-5088.

If you have any test materials questions, contact Pearson Educational Measurement (PEM) between 7:00 A.M. and 6:30 P.M. EST at 866-724-4602.

If you have any questions about the return of scorable materials, contact Pearson Educational Measurement (PEM) at 800-627-7990, state code 841.

If you have policy questions (e.g., test security, calculator use), contact Lane Peeler of the State Department of Education (SDE) at 803-734-8282.

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## **FORMS:**

Test Security Agreement  
Additional Materials Request Form  
Comment Sheet

## **Sequence of Events**

The following list chronicles events in the order in which they should occur throughout the administration process.

- \_\_\_\_\_ DTC selects and notifies STCs of the testing window.
- \_\_\_\_\_ STCs publicize the testing window.
- \_\_\_\_\_ DTC and STCs ensure that schools have secure storage space, adequate testing rooms, and sufficient staff.
- \_\_\_\_\_ DTC receives materials for district and schools.
- \_\_\_\_\_ DTC signs Test Security Agreement.
- \_\_\_\_\_ DTC verifies receipt of shipment, and faxes Materials Receipt Form to Pearson Educational Measurement (PEM) within 24 hours.
- \_\_\_\_\_ DTC verifies only district overage materials and notifies PEM if any materials are missing.
- \_\_\_\_\_ DTC instructs STCs to sign Test Security Agreements.
- \_\_\_\_\_ DTC trains STCs.
- \_\_\_\_\_ DTC distributes school boxes to STCs.
- \_\_\_\_\_ STCs receive and verify materials.
- \_\_\_\_\_ STCs notify DTC of any missing materials from school shipments.
- \_\_\_\_\_ DTC notifies PEM of any missing school materials.
- \_\_\_\_\_ STCs store materials in secure location when not in use.
- \_\_\_\_\_ STCs instruct test administrators (TAs) to sign Test Security Agreements.
- \_\_\_\_\_ STCs train TAs and monitors, and distribute manuals.
- \_\_\_\_\_ STCs compile class packets.
- \_\_\_\_\_ STCs distribute class packets to TAs on test day.
- \_\_\_\_\_ TAs initial security checklists and receive materials.
- \_\_\_\_\_ TAs administer tests to students on testing day.
- \_\_\_\_\_ DTC and STCs oversee test administration, maintain test security, complete Testing Irregularity Forms (if needed), and answer questions.
- \_\_\_\_\_ TAs collect and count materials after testing, before dismissing students.
- \_\_\_\_\_ TAs return materials and make-up rosters to STCs, immediately after testing.
- \_\_\_\_\_ TAs initial security checklists for return of materials.
- \_\_\_\_\_ STCs collect and account for all materials.
- \_\_\_\_\_ TAs for make-up testing initial security checklists and receive materials on testing day.
- \_\_\_\_\_ TAs administer make-up tests.
- \_\_\_\_\_ TAs collect and count all make-up materials before dismissing students.
- \_\_\_\_\_ TAs for make-up testing return materials and initial security checklists immediately after testing.
- \_\_\_\_\_ STCs return scorable materials to DTC.
- \_\_\_\_\_ DTC schedules return of scorable materials to PEM (up to five shipments allowed per district).
- \_\_\_\_\_ STCs return nonscorable materials to DTC.
- \_\_\_\_\_ DTC takes inventory of all school shipments and returns nonscorable materials to PEM.

## GENERAL PROCEDURES

### Using This Supplement

This supplement includes information that District Test Coordinators (DTCs) must have for the administration of the South Carolina End-of-Course Examination Program (SC EOCEP). Only those procedures specific to DTCs are included in this document.

Before you begin preparations for testing, carefully read this *DTC Supplement* and the *Test Administration Manual*. Make sure you understand all of the tasks that need to be performed. If you have any questions, refer to the contacts and phone numbers listed on the inside front cover of this booklet.

### Scheduling the Test

Each DTC is responsible for identifying the district-level testing window and for notifying the STCs of the testing schedule. The district must administer all four EOCEP tests—Algebra 1/Mathematics for the Technologies 2, Physical Science, Biology 1/Applied Biology 2, and English 1—within a single five-day testing window.

Districts must allow for make-up testing of students who missed the originally scheduled test due to an absence. This five-day make-up window must occur during the week immediately following the original test date.

You may choose to have all of your district's schools administer a subject test on a single designated day, or you may allow them to test on any day within your district's five-day testing window.

Each test will count as twenty percent of each student's grade in the tested subjects.

## BEFORE TESTING

### Receiving Test Materials

The DTC will receive the test materials shipment for the district, and for all participating schools in the district, at least two weeks before testing. The district overage shipment will be packaged in a white box to make it easier for you to identify. When you receive the materials, verify that the number of boxes you receive matches the number of boxes shown as shipped on the bill of lading. If a box is missing, contact PEM immediately, using the contact information on the inside front cover of this manual. Within 24 hours of receiving your district's materials, complete and fax to PEM the Materials Receipt Acknowledgement Form, which will be in the district box.

School shipments are boxed individually. Each school's shipment will be labeled with the number of boxes shipped (e.g., Box 1 of 2, Box 2 of 2) for that school. **DTCs are not expected to open and take inventory of the school boxes.** STCs will verify the contents of their school's shipments.

## Verifying the District Shipment

Use the district overage test materials if an STC needs additional materials. The district overage shipment will contain the following materials:

- Test Security Agreements
- Materials Receipt Acknowledgement Form
- Additional Materials Request Form
- District Test Coordinator's Supplement
- Test Administration Manuals
- District Security Checklist
- School/Class Header Sheets
- Test booklets in shrink-wrapped packets
- Answer documents
- 6-inch card-stock rulers
- Paper bands
- Return-shipping materials
- Extra "Do Not Score" labels
- Copies of schools' packing lists. DTCs will receive copies of all School Packing Lists for reference in the event schools have questions about the materials they receive.

Open the district box (white box) and take inventory of the contents as follows:

1. Place a check mark beside each item on the District Packing List to verify that the types and quantities of materials received match those stated on the packing list.
2. Take inventory of the test booklets. Check that the Security Number Range listed on the packing list matches the Security Number Range of the booklets received. **Do not open the shrink-wrapped packets at this time.** Read the security numbers of the first and last booklets in the packets, and then count the booklet spines in each shrink-wrapped packet to verify quantities.
3. If there is any discrepancy between the packing list and the booklets received—if the shipment appears incomplete in any way, or if a booklet is missing—immediately notify PEM. Record the security number(s) of the missing booklet(s) and an explanation of the discrepancy on the District Security Checklist.
4. **Do not open the shrink-wrapped packets in your district overage shipment unless you need to fulfill a school's request for extra materials.** If you need to distribute extra booklets to a school, use the District Security Checklist to indicate the assignment of these booklets to the school, as shown in the following diagram.

## EOCEP DISTRICT SECURITY CHECKLIST

District Name: \_\_\_\_\_

DTC Name: \_\_\_\_\_

The District Test Coordinator (DTC) and School Test Coordinator (STC) must initial the "Sign Out" column when the STC receives his or her materials.

When secure materials are packaged for return, the DTC and any other person who assists in the packaging must initial the "Packaged for Return" column(s). Provide an explanation in the comment section for any secure materials that were not received or were not returned to the contractor.

### Secure Test Materials:

Security Number	School Name	Sign Out		Packaged for Return	
		STC Initials	DTC Initials		
2720036	Thornton	KT	BD		
2720037					
2720038					
2720039					
2720040					
2720041					
2720042					
2720043	Thornton	KT	BD		

5. Store all test materials in a secure, locked location until you distribute them to schools prior to testing or until you return them to PEM.
6. Keep the original shipping box(es) for returning materials to PEM.
7. Request additional materials as soon as possible to allow them to arrive in time for testing.

### Distributing School Shipments

Prior to receiving their materials, STCs should sign a Test Security Agreement if they do not have one on file at the district office for the current school year. There are two versions of the security agreements. The first version is for DTCs, STCs and TAs to read and sign. The second version is for all other persons who have access to secure materials to read and sign. Please make sure each person signs the appropriate version of the security agreement. Copies of the forms are provided in the district shipment. Security agreements must be maintained in the district office and be provided to the State Department of Education (SDE) if a breach of security occurs.

The DTC must train STCs and may distribute school materials during the STC training session; however, the DTC must distribute materials to STCs at least one week before testing. STCs must schedule training sessions for test administrators (TAs), and will need the *Test Administration Manual* for training.

### **Training School Test Coordinators**

During training, refer STCs to the *Test Administration Manual*, which contains information for STCs and TAs. Pay particular attention to the topics listed below:

- the district testing window(s) and make-up schedule;
- the students who will be tested, including special student groups (e.g., Limited English Proficient students; homebound instruction students, home school students, suspended students, and students with disabilities);
- test security and the procedures described in the *Test Administration Manual* (completion of Test Security Agreements, School Security Checklists and accounting for materials);
- the importance of using systematic procedures for distributing and collecting all test materials to ensure that materials will not be lost or misplaced;
- training TAs and monitors;
- Calculator Use Policy and the requirement to clear the memories of all calculators used for the Algebra 1/Mathematics for the Technologies 2 test both before and after testing (calculator use is permitted for computation as an accommodation for the Physical Science test);
- appropriate testing environments;
- handling disruptions during testing; and
- returning materials to the district.

### **Requesting Additional Test Materials**

If you need additional test materials, complete the Additional Materials Request Form located in the forms section of this booklet and fax it to PEM at the toll-free fax number listed on the form, or phone your order to 866-724-4602. You may also enter your additional orders via the SchoolHouse Web site. Additional materials orders will be accepted from and shipped to district offices only.

When placing your order, be sure to provide all information requested on the form. Place orders at least two business days before the test is scheduled to be administered. All test materials will be shipped to **district** offices only.



## RETURNING TEST MATERIALS

When returning materials to the DTC, STCs are advised in the *Test Administration Manual* to give the DTC a copy of the School Security Checklist. The DTC must retain these forms in the district security files.

Arrange for pick up of all scorable materials for return to PEM within three days after testing. Please make arrangements for the following materials to be discarded or recycled **unless** they contain content written by a student; in which case you must return the materials with your nonscorable shipment.

- *District Test Coordinator's Supplement, Test Administration Manual* (excluding secure Oral and Signed Administration Scripts, which must be returned after testing)
- card-stock rulers
- unused graph paper
- Physical Science reference sheets
- Algebra 1/Mathematics for the Technologies 2 reference sheets
- extra "Do Not Score" labels

### *Scorable Materials*

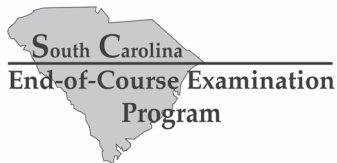
Because scores need to be reported back to the schools quickly for inclusion in course grades, a rapid scoring and reporting process has been implemented. Districts may choose to return scorable materials to PEM as they arrive from schools (by class). You may return **scorable materials** in as many as five separate shipments. For example, if there is make-up testing, you may wish to return the regular scorable materials first, followed by a separate shipment of the make-up scorable materials.

1. For each shipment of scorable materials, count the number of scorable materials envelopes/boxes being returned, and number them sequentially (e.g., 1 of 2, 2 of 2).
2. Scorable materials are to be shipped to PEM via an overnight carrier. Instructions for overnight shipping will be provided in the district overage box.

### *Nonscorable Materials*

1. After receiving all nonscorable materials from the schools, combine the district overage nonscorable boxes with the nonscorable boxes from the schools.
2. Count the total number of boxes of nonscorable materials and number them in sequential order in the designated area on the nonscorable return label (e.g., Box 1 of 2, Box 2 of 2).
3. Nonscorable materials will be picked up via ground transportation. Follow the procedures provided in the district overage box for scheduling a pick up for nonscorable materials.





### Additional Materials Request Form

Only District Test Coordinators (DTCs) may order additional materials from Pearson Educational Measurement (PEM). Place orders at least two business days before the test is scheduled to be administered. All test materials will be shipped to **district** offices only.

***To order test materials, transmit this completed form to PEM via toll-free fax  
877-309-2416 or call 866-724-4602.***

Date: \_\_\_\_\_ District Name: \_\_\_\_\_  
 DTC Name: \_\_\_\_\_ School Name: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ BEDS Code: \_\_\_\_\_  
 Fax #: \_\_\_\_\_

Item Name	Quantity
DTC Supplement	
Test Administration Manual	
Do Not Score Labels	
School/Class Headers	
6-inch Card-stock Rulers	
Other (specify)	

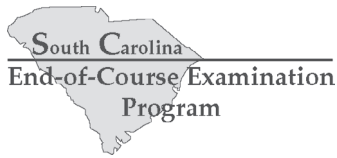
Item Name	Algebra 1/ Math for Tech 2	English 1	Physical Science	Biology 1/ App. Biology 2
Regular Test Booklets				
Regular Answer Documents				
Braille Booklets*				
Loose-leaf Booklets**				
Large-print Booklets**				
Sign Language Admin Test Materials*				
Oral Admin Test Materials*				
Oral Script				
Audio CD				
Signed Videotape - Pidgin				
Signed Videotape - ASL				

\* These materials include a Form C Regular Print Test Booklet and a Form C Answer Document

\*\* These materials include a Form C Answer Document

DTC Signature: \_\_\_\_\_





Optional
Name: _____
District/School: _____
Date: _____
Phone/e-mail: _____

**Subject Tested:** \_\_\_\_\_

**Comment Sheet (Optional)**

We welcome your ideas and suggestions for improving the test administration procedures and manuals. If you have comments, please make them on this sheet, remove it from the manual, and return it in your shipment of nonscorable test materials.

**RECEIPT AND RETURN OF MATERIALS**

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**TEST ADMINISTRATION DIRECTIONS/MANUALS**

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*Please complete reverse side.*

**TRAINING RECEIVED**

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**TEST SECURITY/SECURITY CHECKLISTS**

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**CODING ANSWER DOCUMENTS AND USING LABELS**

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